



City of Saginaw

WATER AND WASTEWATER DEPARTMENT SENIOR MAINTENANCE WORKER

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

OPEN DATE: January 20, 2021

CLOSING DATE: Open until filled

SALARY: \$ 40,450 Annual, \$1,555.77 biweekly, \$19.44 hourly

MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or naturalization.
EDUCATION: High School Diploma or General Equivalency Diploma
DRIVING: Required – Valid Texas CDL Driver's License and a good driving record
CERTIFICATION: Class "C" Water Distribution License
Class III Waste Water Collection Operator License
Work Zone Traffic Control and Flagger Training Certificate

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT A REASONABLE ACCOMODATION.

All applications must be returned with the following:

1. Copy of High School Diploma or GED
2. Authority for Release of Information Waiver
3. Authorization to Conduct Drug and Alcohol Testing
4. Supplemental Work and Personal History Form
5. DPS Criminal History Form

Failure to comply with this request could disqualify you.

Application packets are available:

In Person City of Saginaw, Human Resources, 333 West McLeroy Blvd., Saginaw, TX 76179
Online: www.saginawtx.org

NON-TOBACCO USERS PREFERRED NO SMOKING IN ANY CITY BUILDINGS OR VEHICLES

HIRING PROCESS

The hiring process for the Senior Water/Wastewater Maintenance Worker position will consist of the following: Interview, background and reference check, physical examination and drug screen. Any offer of employment is contingent on final applicant passing the physical examination and drug screen. **We reserve the right to reject any or all applicants.**

Equal Opportunity Employer

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

EMPLOYEE BENEFITS

SALARY:	Salary ranges are designed to be competitive with industries and Municipalities
RETIREMENT:	Texas Municipal Retirement System (7% of Employee's total salary and City doubles at 14%)
LONGEVITY:	\$6.00 per month of service after the first year. Paid in lump sum check on the first Friday in December of each year.
SERVICE AWARDS:	Service pins awarded for each 5 years of service, a diamond added for Each additional 5 years
VACATION:	40 hours after 6 months, 40 hours after 1 year 1-5 years 2 weeks 5-15 years 3 weeks 15-25 years 4 weeks 25 plus years 5 weeks
SICK LEAVE:	After six (6) months of employment 40 hours after 6 months, 6.7 hours accrued for the remaining 6 months 1 year – 6.7 hours for the 1 st 8 months of the calendar year 6.6 hours for 4 months of the calendar year. Maximum Sick Accrual Hours = 320 hours
HOLIDAYS:	New Year's Day, Good Friday, Memorial Day, July 4, Labor Day, Thanksgiving and following Friday, Christmas Eve and Christmas Day 2 Floating Holiday
INSURANCE:	Medical and Dental (Employee portion paid by City, dependent coverage Optional and City will pay maximum of \$365.00)
LIFE INSURANCE	50,000 Life/Accidental
OTHER:	Direct deposit Disability Plan after 1 year of employment AFLAC (Optional) AXA Deferred Compensation Plan (Optional)

**CITY OF SAGINAW
JOB DESCRIPTION**

Job Title: **Senior Maintenance Worker**
Department: Water & Wastewater
Full Time Position

Effective: 05-02-2013
State Employment Commission Code: 1611
Worker's Compensation Number: 5506

Job Summary:

Work is performed under the general supervision of the Crew Leader. Performs a variety of maintenance and construction tasks requiring quantifiable and proven experience with acceptable performance in the field of water distribution or waste water collection maintenance. Performs related work as required.

Essential Job Functions:

Installs, repairs, and maintains water and sewer mains, meter boxes, manholes, water and sewer service lines, and related components. Operates backhoes and other equipment as needed. Makes taps for water and sewer connections. Takes monthly water and sewer samples as needed. Routinely checks and maintains pump station and storage facilities. Practices safe working habits. Must be willing to attend water and waste water courses for the attainment of State licensing.

Sets up work zones and insures proper barricades and safety equipment. Complies with safety regulations. Performs manual labor. Completes Work orders. Utilizes computer and software programs.

Must be able to work in an outdoor environment subject to extreme temperatures, inclement weather, and intermittent exposure to dust, fumes, and loud noise. Must be able to lift up to 100 pounds. Must be able to carry articles weighing up to 25 pounds up and down stairs. Must be able to climb and descend from ladders. Subject to prolonged periods of standing, walking, stooping, and moving/lifting heavy objects. Required to be on call as directed on nights and weekends as required. Must be able to respond to emergency calls within 30 minutes or less. Available to work after normal business hours, some holidays, and on weekends. Must speak English.

Other Job Functions:

Assists other city departments as needed.

Required Education, Degrees, Certificates, and/or License:

High School Diploma or General Equivalency Diploma. Must possess a valid Texas driver's license with an acceptable driving record. CDL required. Must possess class "C" water distribution and a Class III waste water collection.

Required Experience, Training, Knowledge, and Skills:

Minimum of 3 years of municipal experience in water or waste water maintenance. Internal candidates will have 3 years of average or above annual reviews and no disciplinary action within 2 years on file. Must be able to operate backhoe, dump truck, and loader. Must have completed a Traffic Control Work Zone Class (8 hours minimum). Must be able to effectively communicate with the public.